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11 March 1964

## 1. Problem:

To establish a budgetary system for the CIA Archives and Records Center.

## 2. Facts Bearing on the Problem:

a. The CIA Archives and Records Center is an Agency facility that services the entire Agency.

b. The CIA Archives and Records Center preforms four (4) services for the Agency; (1) The storage of the CIA and NSC inactive records; (2) the preservation of the CIA Archives; (3) the storage of extra copies of CIA produced Finished Intelligence Reports; and (4) the storage of the CIA & NSC Vital Records.

c. The CIA Archives and Records Center is physically located on an Office of Communications base, however, the Center is neither communications nor does it support the communications activities carried on there.

d. The CIA Archives and Records Center has been relocated organizationally several times since 1955; from April 1955 to May 1958 the organization was [REDACTED] Records Center; from May 1958 to August 1961 the organization was Management Staff/Records Management Staff/ Records Center; from August 1961 to

25X1A July 1963 the organization was DDS [REDACTED] Records Center; from July 1963 to the present the organization has been DDC [REDACTED]

25X1A Base Support [REDACTED] CIA Archives and Records Center.

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3. Discussion:

1. The problem with the budget has been with the need for equipment and supplies. There has never been a problem with funds for personnel, this always has been provided by the organization to which the Archives and Records Center was attached.

2. The Archives and Records Center has had difficulty in obtaining special boxes, archives boxes, filing equipment, reproduction and printing services, travel and training for the staff, record handling equipment and maintenance thereto, reproduction supplies (Browning Copyton) painting and alterations to the Building. The total cost for these items is between \$5,000 and \$10,000 per fiscal year.

3. The Archives and Records Center has each year , since 1955, submitted a budget requirement to the [REDACTED] Finance Officer. Usually in July or August the Archives and Records Center was notified that the budget requirements were approved, however, when the actual requests were submitted the funds were never available and most of the time the requested item was never purchased by [REDACTED]

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4. To overcome the obstacles encountered, the Archives and Records Center has had to beg, borrow or get in whatever way it could from other agency components the needed items. For example, in order to get lights in the emergency relocation map library, the Records Management Staff had to transfer \$1,000 to the [REDACTED] Finance Officer. The Center has had to prevail upon

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OCR to get printing and reproduction service and supplies, and to other components from time to time to get services and supplies needed to operate.

5. During the present fiscal year when the rest of the Agency was operating on the 1/12 formula, the Archives and Records Center has not been able to purchase needed items even on this basis.

6. The other operating elements at [REDACTED] have separate account numbers and separate allotment numbers. When requesting equipment, supplies or services the elements sight their numbers and the [REDACTED] Finance Officer certifies that funds are available in that account, he does not determine the need or hold up action as he does on requests from the Archives and Records Center. For example, a request was submitted for 500 Archives boxes needed to start setting up the Agency's archival records, this request was held in the [REDACTED] Finance Officer for 2 weeks. The Archives and Records Center assumed that these boxes had been ordered, records were pulled from the shelves and arranged pending receipt of the boxes. When the needed boxes did not arrive the [REDACTED] Supply Officer was contacted, he stated that the boxes had never been ordered because the [REDACTED] Finance Officer had not approved the request. The Finance Officer was called and asked about the status of the request, he stated that it had not been turned down by the [REDACTED], in fact he had not even talked to him about it. He (the [REDACTED] Finance Officer) was just holding it because money was tight.

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## Conclusions

1. That a budgetary system is needed whereby the Archives and Records Center can obtain items that are operationally necessary.

2. That as long as the Archives and Records Center budget is made a part of the overall [REDACTED] Support budget there will be difficulty, because as pointed out in subparagraph 2-c above, the Archives and Records Center is a part of the [REDACTED] Support in organizational name only. It is a separate operation, therefore the [REDACTED] Finance Officer is not in a position to determine the need for requested items. 25X1A6a  
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3. That the present method of obtaining equipment and supplies for the Archives and Records Center is not satisfactory, in fact the present method is a handicap to the overall operation.

## Recommendations

1. That the CIA Archives and Records Center be assigned an account number at [REDACTED] separate and apart from the [REDACTED] Support Staff and that the budgets as approved be set up in an allotment separate and apart from the [REDACTED] allotment. 25X1A6a  
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2. That the CIA Archives and Records Center budget be submitted by the Chief, (starting with the actual FY 1965 budget which is attached) to the CIA Records Administration Officer, who is responsible, in accordance with Headquarters Regulation [REDACTED], for the operation of the Archives and Records Center. 25X1A

3. That the budget as approved by the CIA Records Administration Officer be submitted by him along with his budget to the O/DD/S.

4. That the Archives and Records Center portion of the budget as approved by the O/DD/S be transferred to [REDACTED] and be administered by [REDACTED] Finance Officer in the same manner that the accounts of the other operating elements are administered. That is when the Chief, CIA Archives and Records Center, submits a request, the [REDACTED] Finance Officer's only action is to certify that funds are available in the Archives and Records Center account.